

SECRET

(CLASSIFICATION)

Executive Registry
63-9395

OFFICE OF THE DIRECTOR

Action Memorandum No. **A-359**

Date **20 DEC 1963**

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TO : Director of Personnel

THROUGH : Deputy Director (Support)

SUBJECT : On-Duty Strength Controls

REFERENCE:

1. The Deputy Directors have been informed that, effective immediately, authorized strength ceilings will be applied at the Office level in order to control the on-duty strength levels of the components of the Agency. Under normal circumstances, no personnel action should be processed which would result in an addition to the on-duty strength of any component, now over strength, until such time as its on-duty strength is below authorized levels. If, in the opinion of a Deputy Director, a specific case warrants an exception to this policy, he will submit a justification for such action through the Director of Personnel and the Manpower Control Officer, to me for a decision.

2. While it is not our intention at this time to institute any reduction-in-force or mandatory separation of surplus personnel, you should work closely with the office heads and Deputy Directors in the reassignment of personnel wherever a reasonable expectation exists that an employee can perform satisfactorily in some other position which needs to be filled. Unsatisfactory employees must continue to be identified and separated under existing regulations and the Agency retirement policy enforced.

3. Further, each Deputy Director has been advised that positions in excess of allocated ceilings should not be retained and that Staffing and Development Complements will be revised to equate established positions with the revised ceilings within 45 days. The Chief, Salary and Wage Division should work closely with the offices affected by this policy in order to formalize these revisions as rapidly as possible.

SUSPENSE DATE:

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GROUP 1
Excluded from automatic
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4. In order that I might be kept apprised of the progress we are making toward meeting our reduced year-end strength levels, you are asked to submit to me, through the Manpower Control Officer, *ED, M* monthly report of actions taken and results attained by the various components *of the* Agency toward achieving their revised authorized strength levels. *330*

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director-Comptroller

O/BPAM/PHH/kfh (20 Dec 63)

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